

**WASHINGTON
STATE EMERGENCY RESPONSE COMMISSION
(SERC)
MEETING MINUTES**

January 13, 2003

MEMBERS PRESENT

Chief Bob Johnson- Chair
Ms. Mary Corso – Washington State Patrol (WSP)
Mr. John Butler – Department of Ecology (Ecology)
Mr. John Wheeler – Local Emergency Planning Committees (LEPCs-Westside)
Ms. Maillian Uphaus – Emergency Management Division (EMD)
Mr. Peter Lyon – Department of Transportation (DOT)
Mr. Gary Gordon - The Boeing Company (Private Sector)
Mr. Neil Clement – Local Emergency Management Directors (LEMD)

MEMBERS ABSENT

Mr. Milo Straus – Department of Health (DOH)
Mr. John Geppert – Department of Labor and Industries (L&I)
Mr. Sam Lorenz – Local Emergency Planning Committees (LEPCs-Eastside)

EMD STAFF and SERC REPRESENTATIVES PRESENT

Mr. Mark Ligman (EMD)
Ms. Deborah Henderson (EMD)
Ms. Ute Weber (EMD)
Mr. David Hodgeboom (EMD)
Ms. Dianna Staley (EMD)
Ms. Sadie Whitener, Ecology
Mr. Ron Bowen, WSP

GUESTS PRESENT

Mr. Jeff Jensen, Tacoma Fire Department
Mr. Ted Mix, U.S. EPA
Ms. Suzanne Powers, U.S. EPA
Mr. Don Bivins, Vancouver Fire Department
Mr. John Fiskén, Snohomish County LEPC

CALL TO ORDER

Chief Bob Johnson, SERC Chair, called the meeting to order at 9:20 a.m. and welcomed SERC members and guests.

ADMINISTRATIVE ISSUES

- A motion to accept the November 4, 2002 minutes was made by Ms. Mary Corso and, seconded by Ms. Maillian Uphaus and approved by membership.

SERC CHAIR REMARKS

Chief Johnson noted that the SERC approved the request to form a Seattle LEPC. The Seattle LEPC is doing well and scheduled to hold its first meeting this month.

Citizen Corp is a topic that will affect almost all LEPCs. We will become more involved with the program on both the state and local level.

This year holds the promise of being a very busy and active year. We will need to work hard to stay on top of all the activities.

NEW BUSINESS

Tier II Reporting

Presented by Ms. Sadie Whitener, Department of Ecology.

Ms. Whitener briefed Commissioners on the Community Right-to-Know Unit's activities during the past year, which included a redesign of Ecology's Community Right-to-Know Web site, republication of Emergency Planning & Community Right-to-Know Act: SARA Title III - A Guide for Businesses with update, modifications to the EPCRA Tracking System, and enhancements to EPCRAMail, and updating the TRIDS (Toxics Release Inventory Display System). The EPCRA Tracking System is the software used to track businesses compliance history and chemical storage reported. EPCRAMail is our 312-Tier Two electronic reporting application. Sadie shared the reporting statistics for Tier Two Reporting Year (RY) 2001 including with charts with the Top 10 chemicals reported and Top 10 extremely hazardous substances reported. Nearly 3,000 facilities reported 14,459 chemicals stored in various locations around the state. Sadie referred 43 facilities to EPA staff for potential enforcement actions. About 800 businesses reported using EPCRAMail. Sadie also let Commissioners know that in response to a number of requests from reporters, she and Cynthia DeGies (contractor), have developed EPCRAMail version 5.0, which allows users to easily submit Tier Two information via email. She requested authorization from the SERC to accept an email address as a legal signature for reporting to the SERC. Users would continue to print a completed form from the software to send to Local Emergency Planning Committees and fire departments.

Suzanne Powers, EPA Region X, mentioned that she would like to verify that an email address would satisfy legal requirements for compliance with EPA's legal office. The Commissioners expressed a desire to make this method of reporting available for this reporting cycle. A proposal was made to conduct a phone poll of commissioners once an answer was received.

For further information, refer to presentation included as enclosure (1) or contact Sadie Whitener at (360) 407-6729 or e-mail: swhi461@ecy.wa.gov.

Hazmat Team Standards Presented by Mr. Ron Bowen, WSP

Mr. Bowen presented the initial findings of the standards for Hazardous Materials Team certification workgroup. The presentation proposed a Tier Level approach to hazmat response and incorporation of the Tier Levels into a Regional Response Program. This Regional Response Program would provide direction, to include hazardous materials response, into the state mobilization plan and propose criteria for hazmat teams regarding training, staffing, and numerous related issues

The Working Group requested that the SERC endorse the concept of regional response and present it to the Emergency Management Council for further action.

For further information, refer to presentation included as enclosure (2) or contact Ron Bowen at (360) 753-0357 or e-mail: rbowen@wsp.wa.gov.

SERC Subcommittees Reports

1. Establish an active LEPC in each county within the state of Washington Presented by Mr. John Wheeler, Clark County

A SERC goal is to support the development of an active LEPC in every county in Washington. John Wheeler is the leader of this workgroup, and is planning the next committee meeting for February 2003. Those who are interested in participating in this important project should contact John Wheeler.

For further information, contact Mr. John Wheeler at (360) 737-1911 ext 3941, or e-mail: john.wheeler@co.clark.wa.us.

2. Develop a public awareness campaign that will educate elected and public officials regarding the mandates of EPCRA legislation and associated state legislation.

Mr. Lorenz (Grant Co.) is the leader of this workgroup, however he was unable to attend this meeting. The workgroup is continuing to develop education and campaign products to assist LEPCs outreach regarding EPCRA requirements.

For further information contact Mr. Lorenz at (509) 762-1462 gcem@grantcounty-wa.com

ADDITIONAL BRIEFS

Public Outreach Program

Presented by Mr. Mark Ligman (EMD)

There will be a significant increase this year in the public outreach program. Ms. Barbara Thurman is currently working on several initiatives that will be useful to the local emergency planning committees (LEPC) and the local emergency managers.

EMD will be offering 11 Incident Command System (ICS) for Schools classes in the upcoming months. The program is a partnership with the Office of the Superintendent of Public Instruction (OSPI), the Sheriff's Association, Washington Education Association (WEA), the Washington Principals Association, Washington State Parent Teachers Association (WSPTA), and the Educational Service Districts across the state. This is an exciting program to bring ICS into the schools across the state. The time frame for these classes will be April through June 2003.

A large emphasis will be placed on Shelter-In-Place for business and schools in the upcoming year. A training class for school personnel is being developed, along with a video, allowing for all schools to be prepared should the order to Shelter-In-Place come from local fire or law enforcement. This will be a partnership with OSPI, WEA, Washington Principals Association, the Educational Service Districts, and the state PTA. We will modify this program for business and have a video specific for business addressing shelter-in-place.

Brochures are being developed to make our citizens aware of the Meth Lab risk and to raise awareness of potential dangers and identification.

Specific aspects of the hazardous materials program will be featured in this year's April Disaster Preparedness Campaign. Materials will be available in late February.

For further information, refer to presentation included as enclosure (3) contact Barbara Thurman at (253) 512-7047 or e-mail: b.thurman@emd.wa.gov

Emergency Management Council (EMC) update

Presented by Mr. Bob Johnson (SERC Chair)

It was noted that the governor's budget proposal to the state legislature included eliminating the EMC. The Adjutant General (TAG) has discussed this with the governor and has been assured that this recommendation was in error, the governor still supports the EMC and its mission. Due to legislative procedure it is not possible to remove this recommendation from the budget proposal once it has been submitted to the state legislature. The TAG has been assured that the EMC will continue to function as in the past.

The EMC will also conduct a strategic planning workshop on February 13, 2003. This workshop will be facilitated by Joe Huden and will involve all EMC primary and alternate membership.

For further information contact Bob Johnson at (253) 931-3060 or e-mail: bjohnson@ci.auburn.wa.us

***Strategic Planning Workshop
Presented by Mr. Bob Johnson (SERC Chair)***

Bob Johnson recommended that the SERC membership also conduct a facilitated strategic planning workshop. This workshop could tentatively be scheduled between March 20-25, and utilize the same facilitator (Joe Huden) that worked with the EMC. This workshop will allow the SERC membership to develop goals and objectives in line with the EMC. All members in attendance agreed with this proposal and planning will be conducted and briefed at the next SERC meeting.

For further information contact Bob Johnson at (253) 931-3060 or e-mail: bjohnson@ci.auburn.wa.us

***Upcoming events
Presented by Mr. Mark Ligman (EMD)***

Several meeting and training opportunities have been scheduled for the first half of this year that will be of interest to the SERC.

Of note:

- February 18, 2003 meeting between L&I, Ecology, and EMD to discuss the budget for the Community Right-to-Know Fund (163) for next biennium.
- March 25-26, 2003 LEPC/Citizen Corp Workshop
- April 5-6, 2003 Statewide Hazmat Workshop
- March 2003, SERC Strategic Planning Workshop.

For further information, refer to presentation included as enclosure (4) contact Mark Ligman at (253) 512-7069 or e-mail: m.ligman@emd.wa.gov

AUDIENCE PARTICIPATION

Ron Bowen (WSP) and Dave Hodgeboom (EMD) presented a training update for the coming year. The WSP has scheduled four (4) ICS TTT and four (4) Incident Command classes in Shelton, Washington, and a chemistry of Hazardous Materials for the Pullman Fire Department. Dave Hodgeboom has scheduled three (3) ICS, and 31 Department of Justice courses. All training is free and available to all first responders. For further information on this and additional training opportunities contact Dave Hodgeboom at (253) 512-7051, d.hodgeboom@emd.wa.gov, or Ron Bowen at (360) 753-0357, rbowen@wsp.wa.gov

Suzanne Powers of the Environmental Protection Agency (EPA) briefed that several 304/312 cases are being processed and are anticipated to reach conclusion in the near future. These settlements will provide equipment and training opportunities for many local jurisdictions.

ACTION ITEMS

- 1) Coordinate the next SERC meeting. **(EMD)**
- 2) Select a replacement for the vacant Transportation Industry representative. **(SERC Chair)**
- 3) Subcommittee reports on strategic objective issues. **(Working Group Chairs).**
- 4) Brief status of SERC strategic planning workshop. **(EMD)**

NEXT MEETING

- The next scheduled meeting date and location is to be announced.

ADJOURNMENT

Chief Johnson, SERC Chair, adjourned the meeting at 11:00 a.m.

CONTACT INFORMATION

Interested parties may contact the Washington SERC through:

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